

Circuit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2166</u> Forward three (3) copies to address at left.
Court		
Worcester		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

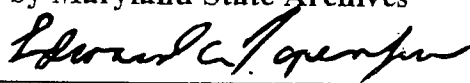
FISCAL RECORDS SECTION II		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	CERTIFICATE OF DEPOSIT AND BANK DEP. SLIP	2330	1A	FY2008	.75		
2	DISTRIBUTION OF CHARGES	2330	1B	FY2008	.28		
3	MEMORANDUM OF ADJUSTMENTS	2330	1C	FY2008	.28		
4	BUDGET, BUDGET, EST., BUDGET RECONCILIA.	2330	2A2G	FY2008	.38		
5	BANK STATEMENTS, BOOKS, AND DEPOSIT REC.	2330	5A	FY2008	.13		
6	CANCELED CHECKS, CHECK COPIES AND CH. STAT	2330	5B	FY2008	.84		
7	DELIVERY ORDERS AND RECEIPTS	2330	5C	FY2008	.38		
8	PAID BILLS AND INVOICES	2330	5F	FY2008	1.50		
9	PERIODIC FINANCIAL REPORTS TO LOCAL/STATE	2330	5H	FY2008	.13		
10	RECEIPT COPIES AND STUBS	2330	5I	FY2008	.05		

Destruction Approved by Maryland State Archives

Destruction Certification

12 Aug 2011

Date



State Archivist

Signature of Court Official

Title

Date

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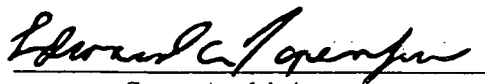
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11	RECEIVING REPORTS FORM C5 RECORDATION TAX	2330	5J	FY2008	.05		
12	RECONCILIATION AND TRIAL BALANCE SHEETS	2330	5K	FY2008	.25		
13	REQUISITIONS AND PURCHASE ORDERS	2330	5M	FY2008	.38		
14	FISCAL CORRESPONDENCE	2330	5O	FY2008	.38		
15	MISC. MW506/508 FORMS	2330	5	FY2008	.25		
16	MISC. - CHILD SUPPORT ENFORCEMENT	2330	5	FY2008	.38		
17	MISC. - LAND RECORDS SUMMARY TAPES/REPORT	2330	5	FY2008	.04		
18	MISC. - A/R CRIMINAL BILLING	2330	5	FY2008	1.00		
19	MISC. - MONTHLY REVENUE DAFR REPORT	2330	5	FY2008	.38		
20	MISC. - MONTHLY EXPENDITURE DAE REPORT	2330	5	FY2008	.38		

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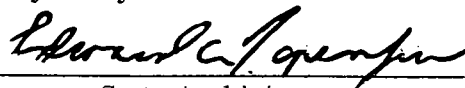
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21	MISC. - HALL OF RECORDS PLAT/REEL REC.ACK	2330	5	FY2008	.04		
22	MISC. - COPY MACHINE CIUNT LEDGER	2330	5	FY2008	.25		
23	MISC. - CCU LEDGERS, DOCUMENTS, CORRESP.	2330	5	FY2008	.25		
24	MISC. - P&P LEDGERS, DOCUMENTS, CORRESP.	2330	5	FY2008	.25		

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